

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

OPERATIONS MANAGER

Role Title: Program Administration Manager III

Position #00613

Pay Band 6, Level I Hiring Range: \$54,580 - \$83,000

Closing Date: August 12, 2013

Program Operations Division has an exciting opportunity for an experienced program operations manager to manage and oversee all functions of the DMAS Customer Services Section which includes Provider Enrollment Services, Non-Emergency Medicaid Transportation, Provider/Member Services, Mass Mailing Services and Training. This position also provides technical expertise to the Agency related to complex policies and procedures, and creates decision briefs, project plans, studies, and analysis as needed. The successful candidate must have extensive knowledge of third-party health care delivery systems. Requires extensive knowledge of federal and state regulations and policies, governing the administration of Medicaid and related programs. Experience developing RFP's, budgets, negotiating and managing contracts required. Must have proven managerial/supervisory experience leading highly diverse cross-function teams in operations and project management. Must be able to successfully manage multiple tasks simultaneously and have working knowledge of administration, management and administrative controls. Must have demonstrated ability to analyze data, problems, and situations to identify solutions and determine appropriate actions. Requires demonstrated ability to communicate effectively both orally and in writing, as well as proficiency with general office software applications for word processing, spreadsheets, presentations, and database management. Bachelor's degree in business or public administration preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA